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6 MAY 1977

77-7569

MEMORANDUM FOR: Director of Central Intelligence

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Cooperative Education Program

1. Action Requested: None; for information only. The purpose of this memorandum is to inform you of how the Agency administers, recruits and selects students for our Cooperative Education Program.
2. Formal cooperative education in the United States was inaugurated at the University of Cincinnati in 1906. Since then, 523 colleges and universities have begun programs which offer students the opportunity to participate in a cooperative education work study program. In some schools, the program is mandatory and college credits are awarded for each work period performed. In most, participation is optional. Both the Federal government and private industry participate as employers. A 1976 report by the Civil Service Commission reveals that 27 government departments and agencies have cooperative programs employing approximately 7,500 students at 620 work sites.
3. The Agency began its Cooperative Education Program in 1961 in the Office of Communications as a means of attracting hard-to-find occupational skills. Presently, 16 offices in the four Directorates and the DCI area participate in the program with current requirements for 138 students. Since co-op employees alternate work and school periods, there are approximately 30 students on board at any given time. Seventy-five percent of our requirements are for engineering students with the remainder in the computer science, math, physics and accounting fields.
4. A significant advantage of the program is that the performance of selected students can be evaluated over a long period of time since the student generally spends his entire co-op career assigned to the same component. It also gives

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the student the opportunity to determine if he would like to pursue a career with the Agency. Since the program's inception, approximately 55 percent of the co-op students have become permanent employees.

5. The Office of Personnel is responsible for coordinating the program. This includes maintaining relationships with counterparts at approximately 27 colleges and universities which are visited at least once a year for recruitment purposes. Students are selected against specific requirements levied by participating offices. Generally, students selected by the Office of Personnel coordinator are accepted by the office levying the requirement. Academic performance, maturity and an interest in international affairs are the qualities sought in prospective co-op employees. They are subject to the same security and medical standards as permanent employees.

6. Once a student is accepted in the program, his or her academic performance and work performance are closely monitored. Both the student and the supervisor prepare written evaluations of the work assignment and the student's performance at the end of each work period. These evaluations are based on program guides which set forth the manner in which the student will be utilized.

7. For some time, attracting minorities has been an objective of the program. Presently, 12 percent of our co-ops are from minority groups, and there is an ongoing effort to increase the level of minority participation. We believe this is an excellent method of identifying and training bright young people who at the end of their academic training will make excellent Agency employees.

(Signed) F. W. M. Janney

F. W. M. Janney

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